

## SECTION II - OBJECTIVES FOR FISCAL YEAR 1961

### 1. THE CONTRACT FIELD

The Division's primary objective in FY 1961 is to further broaden its knowledge of operational requirements and also of the long term goals of the Clandestine Services. If, as we anticipate, the demand will be for more and more contracts to fit specialized needs, CPD must be in a position to provide the advice and services required. It must also add to the reservoir of knowledge and experience which will be necessary to furnish adequate staff guidance to the Clandestine Services as they expand in the contract and nonofficial cover fields. Inevitably, the new demands will create an additional workload for the Division. A secondary objective, then, for the Division is the further standardization of contracts and contract clauses in those areas where specialized contracts are not required. It is hoped that this will enable the legal staff of CPD to devote a greater proportion of their time to the new tasks and thus permit the Division to accomplish their responsibilities without an increase in strength.

### 2. ADMINISTRATIVE PROCEDURES

#### a. REGULATORY MATERIAL

Comments received from the Office of Security concerning the procedures for terminating contract personnel have been fully resolved and it is anticipated that an amendment to HB [REDACTED] incorporating the new procedures, will be published in early FY 1961. CPD plans to further review the administrative procedures for contract personnel to determine whether additional amendments may be required, particularly where the methods for recording leave balances are concerned.

25X1A

25X1A

#### b. FILES

With the reduction in the Division's secretarial force in FY 1960 (from 5 to 4), some difficulty has been experienced in moving the work out as rapidly as is desirable. In an effort to lighten the load currently imposed on the secretaries, CPD is planning to examine the Division's card files with a view of reducing the time spent in logging and filing.

### 3. ALLOWANCES

#### a. REGULATORY MATERIAL

25X1A

Regulation [REDACTED]

25X1A

[REDACTED] was published in the final month of FY 1960. It

25X1A

is anticipated that R [REDACTED]

25X1A

[REDACTED] will be issued the early part of FY 1961. The primary objective for the remainder of the year is the preparation of an omnibus regulation covering all other allowances, with consideration for any changes resulting from the passage of HR 7758.

#### b. STUDIES

CPD plans to make a number of studies in the allowance field. The most important will be an analysis of the effect of the new legislation on allowances (assuming HR 7758 passes during the current session of Congress). Studies are expected to be made also of the effect of State Department's announced policy of restricting the amount of educational allowances to be granted in the future. Upon publication of the "spendable income" survey by the Department of State and the Bureau of Labor, this division will, in addition, attempt to develop

25X1A

### 4. DDP STRENGTH ACCOUNTING (RECORDS BRANCH)

The Records Branch, transferred to the Contract Personnel Division in April 1960, is planning to further improve their personnel accountability techniques so as to provide a more accurate and detailed portrayal of manpower distribution within the Clandestine Services. The Branch also intends to continue a close review of the staffing compliments to assure timely adjustments by the operating components so as to reflect current organization structure and personnel assignments. When the RCA Computer becomes operative in October, a change will be required in the forwarding of data to the branch from the operating offices. The new personnel action request does not have a "From" portion and consequently it will be necessary for the divisions and staffs to furnish certain information in the "Remarks" section of the form. A meeting will be held with the various DDP personnel officers to instruct them as to the proper data to be inserted.